

Process Name: Accounts Payable		Process Identifier: AP	
Sub-Process Name: Payment Cancellation		Sub-Process Identifier: AP-6	
Sub-Process Purpose and Objectives: To cancel a payment			
Sub-Process Description: The agency sends notification to the Treasury to stop payment. The Treasury receives the notification and performs a stop payment and updates the nightly file that is sent to STARS.			
After sending the notification, the agency prints two reports, Warrants Issued and Disbursements Processed, and enters a cancellation request in STARS. The agency also completes a Warrant Cancellation Form and forwards it to the Division of Accounts (Accounts). Accounts reviews the request and after approving it, STARS compares the warrant number, fund and amount to the Treasury information. If the information is the same then STARS is updated and a new Warrant Issue file is sent to the Treasury.			
Sub-Process Trigger(s): <ul style="list-style-type: none">• Lost Warrant• Damaged Warrant• Payment to the Wrong Vendor		Key Sub-Process Participants: <ul style="list-style-type: none">• Agency• Division of Accounts• Treasury	
Inputs:			
Input	Format	Volume/Time	Suppliers
Payment Cancellation Form	Paper	7,700 sequences /year	Agencies
Outputs:			
Output	Format	Volume/Time	Recipients
Warrant File	Electronic	7,700 sequences /year	Treasury
Performance Measures Tracked:			
Measure	Approx. Value		Target Value

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None			
Laws, Regulations, and Policies That Govern Sub-Process: TCA 12-4-701			
Current Sub-Process Issues/Problems: None			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
STARS		STARS is KPMG's mainframe governmental accounting system. It is written in COBOL and uses an IMS database.	
ARP		The Department of the Treasury reconciles disbursements, such as state warrants or payroll payments (most are ACH) using this package.	

State of Tennessee
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